

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 26, 2012  
Administration & Rules Committee  
8:30 a.m.**

**1. Call to Order**

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

**2. Roll Call**

**Administration and Rules Committee Members**

Members present: James Braughler, John Molinaro, Paul Babcock, Rick Kuhlman and Jim Mode.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential; Phil Ristow – Corporation Counsel; Kim Buchholz –Parks Program Assistant; Supervisor Jim Schroeder; and Supervisor Greg David.

**3. Certification of compliance with Open Meeting Law Requirements**

Gary Petre certified compliance with the open meeting law.

**4. Review of Agenda**

No changes were made

**5. Public Comment**

None

**6. Approval of August 22, 2012 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Braughler; Second by Supervisor Kuhlman to approve the August 22, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-4 Mode – Abstained) Motion carried.

**7. Approval of September 11, 2012 County Board minutes**

Motion made by Supervisor Mode; Second by Supervisor Braughler to approve the September 11, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

- County Board Minute Corrections

**9. Discussion and possible action on request from the Parks Department to create a Facebook page for the County Dog Park**

Kim Buchholz explained that the Parks Department has received a request to start a Facebook page for the County Dog Park. Laura Challoner has volunteered to be the administrator of the Dog Park Facebook page. Molinaro supports the idea of the Dog Park having its own Facebook page, but would like it to be linked back to the main Jefferson County Facebook page.

Motion by Supervisor Kuhlman; Second by Supervisor Mode to support the Dog Park Facebook page tied into the County Facebook page. (Ayes-All) Motion carried.

**10. Discussion and possible action on determining fees for processing public records request and public records requests by elected officials and creating custom reports**

Phil Ristow presented the committee with additional information on public record fees and custom reports. It was suggested that departments should produce the records, but not create customized reports. The committee would also like a set fee for copies in all of our County departments. The committee felt that an elected official making a formal open records request, should pay the same as fees, unless the record keeper waives the charge. Phil will review the ordinance and the committee will discuss this at a future meeting. No action taken.

**11. Discussion and possible action on resolution to “Support funding allocation methodology for IM Consortia that reduces no consortia greater than the overall statewide percentage reduction” referred to the Human Services Board for their review and recommendation**

Jim Mode informed the committee that the Human Services Board supported this resolution. John Molinaro explained that the Wisconsin Counties Association (WCA) sent this resolution back to the WCA Resolution committee, with the concern that there would be a decrease in other consortia. The committee will wait and see what the WCA does with this resolution. No action taken.

**12. Discussion and possible action on resolutions, letters or reports from other governmental agencies**

- Resolution – “Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax”

The committee reviewed this resolution. The Wisconsin Counties Association (WCA) would prefer a federal bill so taxing is consistent in all states. The WCA recommends that counties pass this resolution and forward to the WCA. The WCA will take these resolutions and push for federal enforcement.

Motion made by Supervisor Babcock; Second by Supervisor Braughler to forward this resolution “Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax” to the County Board for their consideration. (Ayes-All)  
Motion carried.

**13. County Administrator’s monthly report**

Gary Petre reviewed his monthly report and addressed questions from the Committee.

**14. Update on the WCA Conference**

The committee discussed WCA Conference workshops and presentations.

**15. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data**

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data (Roll Call Vote was taken - Ayes-All) Motion Carried.

**16. Reconvene in open session to take possible action on item discussed in closed session.**

Motion made by Supervisor Mode; Second by Supervisor Babcock to reconvene in open session.

**17. Tentative Future Agenda Items and Meeting Dates**

- Approval of September 26, 2012 Administration & Rules Committee meeting
- Approval of October 9, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Update on meeting of County Board Committee Chairs
- Discussion and possible action on the Strategic Plan
- County Administrator’s monthly report
- Status Report and review of policies for inclusion in the Codification project
- Discussion and possible action on Transportation Plan
- Discussion and possible action on determining fees for processing public records request and public records requests by elected officials and custom reports
- Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data
- Reconvene in open session to take possible action on item discussed in closed session.

18. **Adjourn**

Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 11:43 a.m.  
(Ayes-All) Motion carried.

**Future Tentative Meeting Date**

The next meeting will be held on Wednesday, October 31, 2012; The December 26<sup>th</sup> meeting has been rescheduled to December 20<sup>th</sup>.